## **Position Description**

$\epsilon$	Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.						
Send the original to the Office of Personnel Services.  CHECK ONE:   NEW POSITION   EXISTING POSITION   UNCLASSIFIED							
Part 1 - Items 1 through 12 to be completed by department head or personnel office.							
1. Agency Name	9. Position No.	10. Budget Program Number		1			
Department for Children & Families	Department for Children & Families 024241						
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Human Service Specialist					
3. Division		12. Proposed Class Title		1			
Economic and Employment Services (EES)		12,116,0000 0100					
4. Section	For	13. Allocation					
Wichita \ Winfield \ El Dorado \ Pratt  5. Unit	Use	14. Effective Dat	2	Position			
5. Ome	Osc	14. Effective Dat		Number			
6. Location (address where employee works)	By	15. By	Approved	1			
City Wishin County Salamid							
City Wichita County Sedgwick  7. (circle appropriate time)	Personnel	16. Audit		l			
Full time Perm. Inter.	1 crsonner	Date:	By:				
Part time Temp. %		Date:	By:				
Regular							
8. Regular hours of work: (circle appropriate time)	Office	17. Audit Date:	P				
FROM: 8:00 AM/PM To: 5:00 AM/PM		Date:	By: By:				
PART II - To be completed by department head,	personnel office	or supervisor of t	•	_			
18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:							
19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge).  Name  Title  Position Number							
	Title		Position Num				
	Title	gives directions, an	Position Num				
	Title		Position Num				
Name  Who evaluates the work of an incumbent in this	Title Economic &		Position Num	ber			
Name	Title Economic & position? Title	& Employment Se	Position Num rvice Supervisor  Position Num	ber			
Name  Who evaluates the work of an incumbent in this Name	Title Economic &  position? Title Economic &	& Employment Se	Position Num rvice Supervisor  Position Num rvice Supervisor	ber ber			
Name  Who evaluates the work of an incumbent in this	Title Economic &  position? Title Economic &  mpleting the work	& Employment Se & Employment Se ? b) What kinds of	Position Num rvice Supervisor  Position Num rvice Supervisor  instructions, methods and guidelines	ber ber			
Name  Who evaluates the work of an incumbent in this Name  20. a) How much latitude is allowed employee in cogiven to the employee in this position to help of Following successful completion of probation	Title Economic &  position? Title Economic &  mpleting the work do the work? c) S  n, work is perform	& Employment Se  Employment Se  One of the bound in whose the distingtion of the bound in whose the bound in	Position Num rvice Supervisor  Position Num rvice Supervisor  instructions, methods and guidelines at detail assignments are made. ent judgement within agency policies	ber ber are			
Name  Who evaluates the work of an incumbent in this Name  20. a) How much latitude is allowed employee in cogiven to the employee in this position to help of Following successful completion of probation procedures. Manuals, training, individual and	Title Economic &  position? Title Economic &  mpleting the work do the work? c) S  n, work is perform unit conferences.	& Employment Se  Proposition of the Empl	Position Num rvice Supervisor  Position Num rvice Supervisor  instructions, methods and guidelines at detail assignments are made.  ent judgement within agency policies es are provided to assist the employee	ber are and e in			
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21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

į	No. Each Task and Indicate Percent of Time	E or M	The person in this position has access to protected health information (PHI) under the provisions of the Heath Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.
	100%	E	In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.
•	1.	30% E	Obtain information:  a. Use Application, Review, Interim Report, or change information provided to determine such information as ho family unit, income, resources, expenses, etc.  b. Use interview script where applicable to gain understanding and to follow up on specific areas. Obtain inform they have immediately available or can obtain during the discussion.  c. Utilize collateral contacts to obtain verification allowing one touch resolution. This would include using electrodata.
	2.	30% E	<ul> <li>d. Utilize information available to the agency through internal arrangements, such as unemployment, Child Care, e. Request information from the client</li> <li>Apply knowledge and determine eligibility:         <ul> <li>a. Gain\maintain program knowledge in Cash, Food Assistance, Child Care, and Medical programs.</li> <li>b. Use desk aides, code cards, electronic manual, and other supports to assist wide array of information needed fo</li> <li>c. During interviews and in reviewing documents, use program knowledge to determine correct programs, what ir to help share explanation to the client.</li> <li>d. Make determination of program eligibility and benefit amount and provide written notice.</li> </ul> </li> </ul>
	<ol> <li>4.</li> </ol>	20% E 10% E	Data entry& Documentation:  a. Enter information on eligibility system(s) as you obtain and document as you go.  b. Access work and complete work on the "Tracker"  c. Complete interview template and case file documentation (OneNote) as you work up case  d. Complete phone records as applicable by team color and task.  e. Complete necessary data base information  Communication with Internal and External Sources  a. Contact clients for information or to update them on case situations.
			b. Communication with Work Program or Child Support regarding client meeting program requirements

		c. Provide Referrals to Internal and External Services d. Direct clients to Q & A or United Way 211 for multiple needs.
5.	10% M	Attend Training, Meetings, Workshops, etc.
		a. Attend unit meeting and team huddles
		b. Attend Regional Policy, Update, and Procedure sessions c. Attend mandated trainings
		d. Attend approved training that will help further your development in Economic and Employment Services
		e. Complete assigned or approved On-line training
22. a. If w	ork involves	leadership, supervisory, or management responsibilities, check the statement which best describes the position:
		assigns, trains, schedules, oversees, or reviews work of others.
		evaluates, and directs work of employees of a work unit.
( )	Delegates au	thority to carry out work of a unit to subordinate supervisors or managers.
b. List <b>Na</b> t		lass titles, and position numbers of all persons who are supervised directly by employee on this position.  Title Position Number
( ) M ( x ) l ( ) M ( ) L Please Failur	Inimal proper Moderate loss lajor program oss of life, dis e give example to perform es	est describes the results of error in action or decision of this employee?  rty damage, minor injury, minor disruption of the flow of work.  of time, injury, damage or adverse impact on healthy and welfare of others.  failure, major property loss, or serious injury or incapacitation.  rruption of operations of a major agency.  es.  sential functions would cause severe financial and emotional hardships for individual customers and set of federal funds and/or fiscal sanctions to the State of Kansas
24. For w	hat purpose, v	with whom and how frequently are contacts made with the public, other employees or officials?
govern to othe	ment officials, r services withi	daily contact with agency customers, agency employees, other social service agencies, community resource agencies, and the general public in order to determine assistance eligibility for customers. Makes referrals to and coordinates access n the community for customers. The position also provides daily dissemination of information regarding state and federal agency programs, policy, and procedures.
25. What	hazards, risks	or discomforts exist on the job or in the work environment?
spent o	n a computer s	ounter hostile, angry, or upset people when dealing with issues of eligibility for assistance. Long periods of time may be ystem. A high level of stress may exist in the determination of eligibility and the limits of the programs and resources to customers need for help. On occasion, physical harm may be threatened or attempted by hostile, angry, or upset customers.

PART III - To be completed by the department head or personnel office						
27. List the <u>minimum</u> amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.						
Education - General						
Education or Training - special or professional						
Licenses, certificates and registrations						
Special knowledge, skills and abilities						
Experience - length in years and kind						
20 CDECIAL QUALTEICATIONS						
28. SPECIAL QUALIFICATIONS  State any additional qualifications for this position that are neces a necessary special requirement, a bona fide occupational quale education and experience statement on the class specification.	ification (BFOQ) or other requirement that d	oes not contradict the				
Must maintain security clearance throughout employment.						
	_					
Signature of Employee Date	Signature of Personnel Official	Date				
Approved:						
Signature of Supervisor Date	Signature of Agency Head or Appointing Authority	Date				

Computers, software applications, the internet, telephone systems, faxes, printers, and copy machines are used daily.